

NOAA/NWS Tsunami Activities Grant Program

How to request a no-cost extension (4/25/2018)

(Reviewed/concurred by NOAA Grants Management 4/24/2018)

(Updated by NWS Tsunami Program 06/18/2019 pending NOAA GMD Review)

Sometimes things happen which prevent a task to be completed before a grant expires. In that situation, a no-cost extension of time to complete grant activities should be requested.

Following are parameters and requirements to consider when a grantee wants to request a no-cost extension.

1. No-cost extensions may only be requested for grants that have a one-year period of performance. Grants that have a two-year period of performance may not be extended. (This is a NWS Tsunami Program Office-imposed limitation, not Federal Grants Policy. This limitation may be waived for exceptional circumstances at the discretion of the NWS Tsunami Program Office.)
2. No-cost extensions can be requested for a grant only once. That is, requests to extend a grant cannot be made for a grant that has already received a no-cost extension (unless extenuating circumstances apply).
3. It is recommended to request one year for a no-cost extension. If tasks are completed in less than a year's time, the grantee may close the grant early without penalty. You may not request more than 12 months for a no-cost extension.
4. You may request a no-cost extension for time to complete existing, approved tasks.
5. Department of Commerce grants policy requires that a no-cost extension must be officially requested through the NOAA GrantsOnLine system at least 30 days before a grant expires. The NOAA/NWS Tsunami Program Office requires that no-cost extension requests be reviewed before submission to NOAA GrantsOnLine so the Program Office staff can ensure the no-cost extension request provides sufficient information to ensure tasks remain aligned with NTHMP goals, current *NTHMP Strategic Plan*, NWS Tsunami Program Grant Guidance, and agreed outcome expectations for tsunami-related activities.
 - ⇒ Bottom line, submit a no-cost extension request via email to the NOAA/NWS Tsunami Program grant team at nws.tsunamigrants@noaa.gov, **at least 45 days before grant expiration. That is July 15 for grants that expire on August 31.**
6. Begin by preparing a memo.
 - a. Memo should be "TO" Mr. Michael Angove, Tsunami Program Lead, NWS Headquarters.
 - b. List which task(s) could not be completed before the award expiration date.
 - c. Succinctly describe WHY listed task(s) could not be completed.
 - d. State how the task(s) will be completed if a no-cost extension is approved.
7. Prepare a budget of remaining funds using a [form SF424A](#). A spreadsheet ([available here](#)) may help with the preparation of this form. Show the approved budget detailed by cost category, expenses against each cost category as of the end of the current approved performance period, and the funds by cost category that will be available at the beginning of the extended period.
8. Send both the draft memo and budget of remaining funds to the NWS Tsunami Program office for initial review and further instructions. Email to: nws.tsunamigrants@noaa.gov.

9. If rebudgeting/reprogramming of funds is required at the same time as a no-cost extension, please follow the instructions here: <http://nws.weather.gov/nthmp/grants/ReprogrammingInstructions.pdf>
10. You may not request additional funding; you may only request more time. If additional funding is required to complete a task and you cannot reprogram unspent funds from completed tasks to cover the required additional funding for unfinished task(s), instead you need to allow the grant to close and request the total new needed funds in a future grant request.
11. Questions? Email: nws.tsunamigrants@noaa.gov